

Add/Drop/Withdrawal Form

TERM: _____ Fall _____ Spring _____ Summer

Students may add/drop/withdraw using their myNSCC account or complete this form by due dates. All changes become effective on the date processed in myNSCC or received by the Registrar's Office (please use **black** ink if completing this form).

Print Name _____ **I.D. N00** _____

Change Initiated by _____ Student _____ Other (specify) _____

Reason for Change (be specific) _____

Checklist:

- ___ Veteran's Educational Benefit recipient must notify the Certifying Official at cklingshirm@northweststate.edu.
- ___ Financial Aid recipient must contact the office at finaid@northweststate.edu (include ID) to determine the effect (increase/decrease) of your aid awards before making registration changes.

Add - The last day to add a course is the day before the term begins for the course. To add a course after the term has begun requires the signature of the instructor and the Dean.

Drop/Withdrawal - polices are listed on back-side of form and do not require the signature of the instructor or Dean.

CRN, Course number -section Ex. 1116 ENG111-001	Course Title	Add	Drop	Withdraw	Audit	Instructor & Dean Signatures (only when adding after term started)

By signing this form the student accepts full responsibility and consequences for dropping/withdrawing from courses required for a degree or certificate, as well as for adding courses that may not be required.

Student Signature **Date**

Office Use Only

Verified Identity: _____ Driver's License _____ Student ID card _____ Registrar's Office _____ Date _____

Refund of Student Fees

All withdrawals from class(es) may be done through a student's myNSCC account or in writing and are effective on the date received by the Registrar. The tuition and lab/material fee refund policy is shown below. Application, graduation, proficiency and late fees are non-refundable. The student fee is refunded if a complete drop is done during the 100 percent refund period.

In extreme circumstances, tuition and lab/material fees may be refunded after the refund period. Documentation proving extreme circumstances must be submitted to the Registrar for consideration and final approval from the Chief Fiscal Officer.

Courses that are 16 weeks or more have the following policy:

Week 1 100% Refund
Week 2 75% Refund
Week 3 50% Refund
After Week 3 No Refund

Courses that are 8-15 weeks have the following policy:

Week 1 100% Refund
Week 2 50% Refund
After Week 2 No Refund

Courses that are 2-7 weeks have the following policy:

Week 1 100% Refund
Week 2 No Refund

Courses that are 1 week or less have the following refund policy:

Must be dropped the day before the course begins for a 100% refund. Financial aid recipients should contact the Financial Aid Office if they plan to withdraw from (or stop attending) all classes during the semester.

Withdrawing from class(es)

Dropping a course after the 100 percent tuition refund period is a "withdrawal," which may be completed by using myNSCC, in-person, by faxing the request to the Registrar's Office at (419) 267-5604, or by mailing the request which must be post marked on or before the last date for a "W" deadline. Failure to attend classes or give proper written intention to withdraw may result in failure of a course. Students will be academically and financially responsible for any "W" or failing grade received.

Courses that are 3 weeks or less have the following policy:

No withdrawal option.

Courses that are 4-7 weeks have the following policy:

End of second week to withdraw.

Courses that are 8-15 weeks have the following policy:

End of the fourth week to withdraw.

Courses that are 16 weeks or more have the following policy:

End of the eighth week to withdraw.

Students may withdraw from any or all courses on or before the posted withdrawal deadline. Deadlines are posted on the College website. Withdrawals after the withdrawal deadline are on an exception basis only and may be approved by a Division Dean or the Vice President for Academics.